

**SPECIFIC AGREEMENT No VS/2009/0581 (SI2.548801)
ON AN OPERATING GRANT**

22 -12- 2009

This specific agreement ("the agreement") is concluded between:

The European Community ("the Community"), represented by the Commission of the European Communities ("the Commission"), itself represented for the purposes of signature of this agreement by Antonia CARPARELLI, Head of Unit, EMPL/E/2

of the one part,

and

EUROCHILD AISBL

official legal form: ASSOCIATION INTERNATIONALE SANS BUT LUCRATIF

official registration No: [...]

AVENUE DES ARTS 1-2, 1210 BRUXELLES, BELGIUM

VAT number: BE0866544946,

("the partner"), represented for the purposes of signature of this agreement by Ms Catriona WILLIAMS, President

of the other part,

The following annexes form an integral part of the agreement:

- | | |
|------------------|---|
| Annex I | Work programme |
| Annex II | Estimated operating budget |
| Annex III | Activity reports and financial statements to be submitted |

CW ff

ARTICLE 1 – PURPOSE OF THE AGREEMENT

The agreement is concluded in the context of the partnership established between the parties. It is drawn up in accordance with the relevant terms of framework partnership agreement No EMP.VS/2007/0683 signed between the Commission and the partner on 07/12/2007.

The Commission has decided to award a grant, under the terms and conditions set out in this agreement and the framework agreement, which the partner hereby declares that he has taken note of and accepts, for the work programme of the partner, which corresponds to the activities and objectives specified in the partner's articles of association.

The partner accepts the grant and undertakes to do everything in his power to carry out the work programme as described in Annex I, in accordance with the terms and conditions of the above-mentioned framework agreement applicable to the implementation of the agreement, acting on his own responsibility.

ARTICLE 2 – DURATION

The period of eligibility for Community funding shall be 12 months from 01/01/2010 ("the starting date").

ARTICLE 3 – FINANCING THE WORK PROGRAMME

The total costs eligible for Community funding are estimated at EUR 862 695.93 as shown in the partner's estimated operating budget in Annex II. The estimated operating budget shall be in balance and shall show all the operating costs and receipts estimated by the partner for the period in question, making a distinction between costs eligible for Community funding and those not eligible, in accordance with the definition of eligible costs in Article II.15 of the framework agreement.

The Commission shall contribute a maximum of EUR 724 578.34, equivalent to 83.99% of the estimated total eligible costs indicated above. The final amount of the grant shall be determined as specified in Article II.18 of the framework agreement, without prejudice to Article II.20 thereof.

ARTICLE 4 – ADJUSTMENT OF THE ESTIMATED BUDGET

By way of derogation from Article II.14 of the framework agreement, the partner may, when carrying out the work programme, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect implementation of the work programme and the transfer between headings does not exceed 20% of the amount of each heading of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in Article 3. He shall inform the Commission in writing.

ffw

ARTICLE 7 – BANK ACCOUNT

Payments shall be made to the partner's bank account or sub-account denominated in euros, as indicated below:

Name of bank: [REDACTED]
Address of branch: [REDACTED]
Precise denomination of the account holder: [REDACTED]
Full account number (including bank codes): [REDACTED]
IBAN account code: [REDACTED]

This account or sub-account must identify the payments made by the Commission. If the funds paid to this account or sub-account yield interest or equivalent benefits under the law of the State on whose territory the account or sub-account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.17.4 of the framework agreement.¹

SIGNATURES

For the partner

Ms Catriona WILLIAMS

Catriona Williams

Done at *Dubai, UAE 16th*
(place, date) *December*
2009

In duplicate

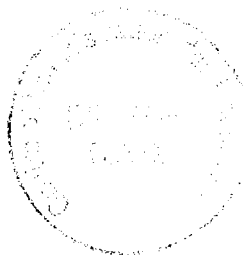
For the Commission

Antonia CARPARELLI

Antonia Carparelli

Done at Brussels, *21/12/09*
(place, date)

22-12-2009



¹ This provision applies to all grant beneficiaries apart from the exceptions allowed under the Rules for the Implementation of the Financial Regulation.

W

ARTICLE 5 – PAYMENT ARRANGEMENTS

Pre-financing:

Within 45 days of the date when the last of the two parties signs the agreement, a pre-financing payment of EUR 289 831.34 shall be made to the partner, representing 40% of the maximum amount of the grant specified in Article 3.

Further pre-financing payments:

Pre-financing may be paid in several instalments. In that case, payment of each further instalment may not be made until at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

Every request for payment of a further pre-financing instalment must be accompanied by the documents specified in Article II.16.2 of the framework agreement and by a progress report on the implementation of the work programme.

Within 45 days after the Commission receives the request for payment of a further instalment, together with the documents referred to in the previous subparagraph, a further pre-financing payment shall be made to the partner, the total amount of further pre-financing payments not exceeding EUR 289 831.34, equivalent to 40% of the maximum amount of the grant specified in Article 3.

Payment of the balance:

The request for payment of the balance shall be accompanied by the final activity report and financial statement specified in Article II.16.4 of the framework agreement and by an external audit certificate.

The Commission shall have 60 days to approve or reject the activity report or to request additional supporting documents or information under the procedure laid down in Article II.16.4. In that case, the partner shall have 30 days to submit the additional information or a new report.

A payment representing the balance of the grant determined in accordance with Article II.18 of the framework agreement shall be made to the partner within 45 days following approval by the Commission of the activity report accompanying the request for payment of the balance. The Commission may suspend the period for payment in accordance with the procedure in Article II.17.2 of the framework agreement.

ARTICLE 6 – SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The provisions relating to the submission of the activity reports, financial statements and other documents referred to in Article 5 (Payment arrangements) are contained in Annex III.

ff CW

ANNEX I – WORK PROGRAMME

See attached document(s): 12 page(s).

f w

ANNEX II – ESTIMATED OPERATING BUDGET

Headings and Items		Sub-totals	Totals
EXPENSES			
NON-ELIGIBLE COSTS			
<i>Total Non-Eligible Costs</i>			0.00
ELIGIBLE COSTS			
Eligible Direct Costs (D)			
<i>Heading 1 - Staff costs</i>			377 977.60
Management	264 220.00		
Administration	89 760.00		
Other staff	23 997.60		
<i>Heading 2 - Travel and subsistence allowances</i>			236 905.00
Travel	72 750.00		
Subsistence allowances (accommodation, meals, etc.)	164 155.00		
<i>Heading 3 - Costs of services</i>			177 460.00
Information dissemination	38 920.00		
Translations	18 440.00		
Reproductions and publications	30 700.00		
Specific evaluation	6 000.00		
Interpretations	12 400.00		
Other services	71 000.00		
<i>Heading 4 - Administration costs</i>			70 353.33
Depreciation for purchase of equipment	5 093.33		
Audits	8 000.00		
Other administrative costs			
Hire of rooms	4 900.00		
Other administrative costs	45 160.00		
Hire of interpreting booths	7 200.00		
<i>Total Eligible Direct Costs (D)</i>			862 695.93
Total Eligible Costs = D			862 695.93
REVENUE			
COVER OF NON-ELIGIBLE COSTS			
Partner's contribution to cover the non-eligible costs			0.00
INCOME			
Partner's contribution in cash (C)			138 117.59
Community Grant (S)			724 578.34
Total Income = C + S			862 695.93

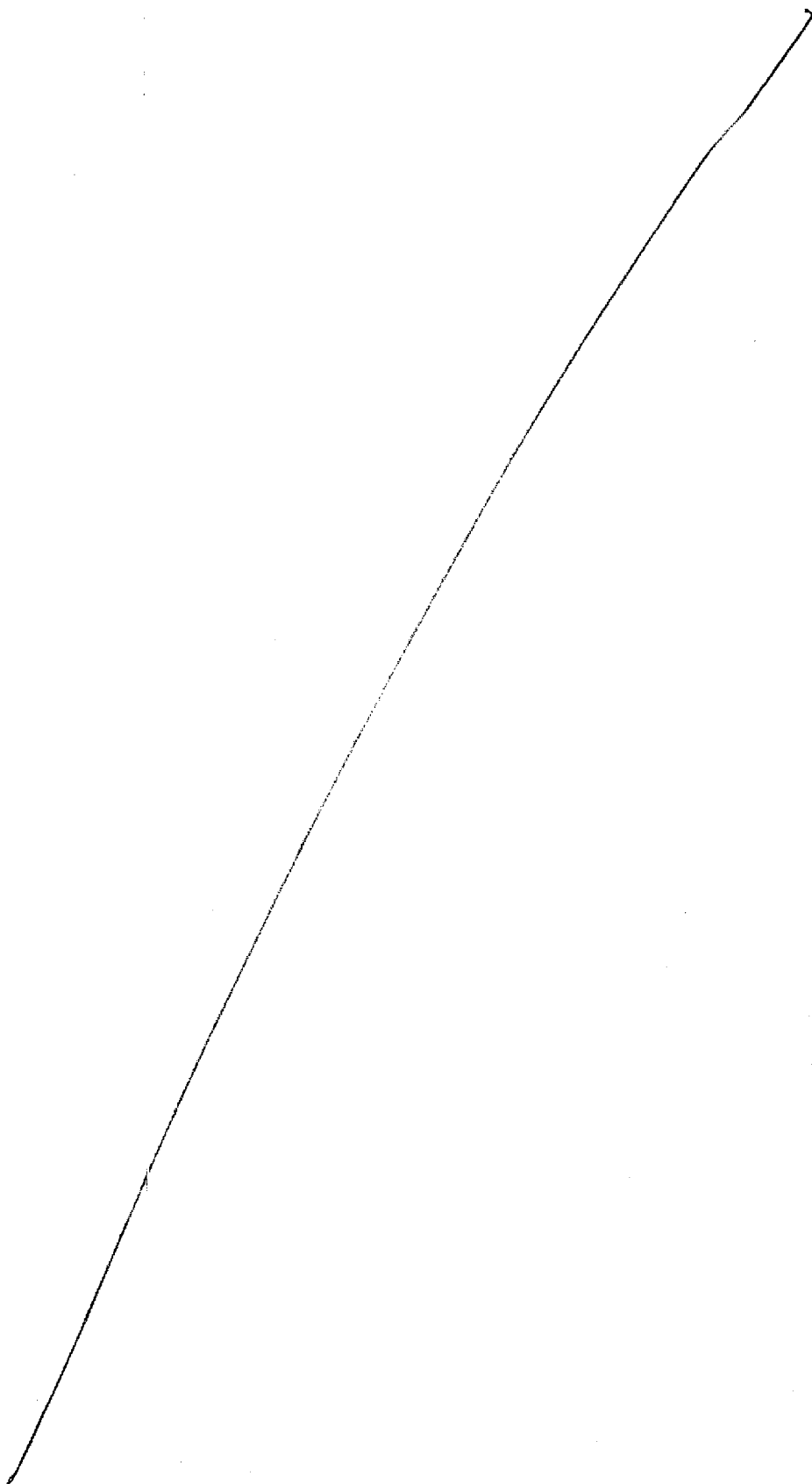
See attached document(s): 6 page(s).

PW

**ANNEX III – ACTIVITY REPORTS AND FINANCIAL STATEMENTS TO BE
SUBMITTED**

See attached document : 20 pages

ff
lw



PC CW

**3-YEAR PARTNERSHIP AGREEMENT WITH EU-LEVEL NETWORKS ACTIVE
IN THE FIELD OF COMBATING SOCIAL EXCLUSION
ANNUAL WORK PROGRAMME 2010**

Operating environment

Eurochild has expanded its team to 6 employees enabling us to better cope with the volume of work linked to EY2010 and the wide range of EU policies which impact on child poverty and well-being. Following the closure of Euronet, the available office space has been made available to Eurochild member organisations including two fixed posts and a hot-desk facility for members requiring periodic presence in Brussels.

Risk management analysis & mitigating actions

Eurochild benefits from a strong involvement of the Management Board who has overall responsibility for ensuring delivery of our strategy. In 2010 Eurochild will hold board elections. Three members of the Eurochild board will step down as their terms of office expire. Efforts are already underway to ensure commitment from other members and encourage new blood into Eurochild decision-making bodies whilst also ensuring continuity. Links between the management board and other working groups of Eurochild (Policy Working Group and Thematic Working Groups) are being strengthened as the chairs of each working group maybe periodically invited to management board meetings.

Priorities for 2010

Eurochild identified four goals under its triennial strategic plan included in the framework partnership agreement. Under each goal, Eurochild has set the below action priorities for 2010. For each planned activity, the action steps, responsibilities and approximate time line is indicated.

Goal 1: Strengthening the network

Activity 1 – Implementation Eurochild's membership strategy

Eurochild will continue its membership recruitment to expand the depth and breadth of coverage. In 2009 the members' charter was adopted, including a revised membership fee structure and a clear description of membership benefits and expectations. In 2010, Eurochild will specifically focus on building membership of regional and local authorities, as we believe they can both contribute to and benefit significantly from the network's activities. The Annual Conference (Activity 6) will focus on 'working together to tackle child poverty and social exclusion' with an emphasis on public-private partnerships.

Responsibility: Membership Officer

Timing: All year

Activity 2 – Support the development of national networks of children's rights organisations

Since 2007 Eurochild has organised national events together with a local member to support or stimulate national networks of children's NGOs. In 2010, our members in Italy propose to work together to organise a national event in Italy with the support of Eurochild. This is explore how national, regional and local organisations in Italy can work closer together to have a stronger voice for children and participate in a coordinated way at EU level.

Responsibility: Membership Officer/Policy Officer

Timing: Autumn 2009

Activity 3 – Policy working group

The Policy Working Group is Eurochild's 'think tank'. It will meet in January and September 2010 in Brussels. Approximately 15 member organisations participate. In January the meeting will focus on children with a migrant background. It will plan Eurochild's input to the thematic priority of the OMC. The chair is elected for a one-year period. Elections will take place in the September meeting.

Responsibility: Policy Officer; Chair of PWG (Children's Rights Alliance)

Timing: Meetings in January and September

*St Williams, President
at Cardiff U.K. 4th November 2009
CW*

Activity 4 – Policy Forum & General Assembly

The Eurochild General Assembly and Policy Forum will take place in June 2010. The GA will adopt Eurochild's next 3-year strategic plan (2011-2013).

Responsibility: Secretary General, Eurochild President

Timing: June 2009

Activity 5 – Thematic working groups

The four existing Thematic Working Groups (TWGs) focus on:-

- Participation of children and young people particularly those experiencing social exclusion
- Early years' education and care
- Family and parenting support for families most at risk of exclusion
- Children without parental care and links to poverty and social exclusion

Terms of reference for each working group have been adopted and chairs elected for a two-year period. Our work in 2010 will focus on concrete activities for each thematic working group which will facilitate mutual learning, improve ownership of the work and outputs, and strengthen our policy work at EU level in each area.

Activity 5a – Children's participation

Child and youth participation is fundamental to everything that Eurochild does and the values it aims to uphold. As 2010 is the European year on poverty and social exclusion it is vital that the voices of children and young people themselves are heard. Eurochild proposes three activities to achieve this aim.

- (1) The campaign 'End Child Poverty' (see activity 10 below)
- (2) Eurochild will select 5 members working directly with children and young people (e.g. Finnish Children's Parliament, PCCPWC – Cyprus, Funky Dragon – Wales) who can engage children and young people in a dialogue on child poverty and social exclusion and what is important to them. A delegation from each member will be invited to participate in a 5-day programme in Brussels to coincide with the event planned under the Belgian Presidency (6-7th July) on child poverty. The aims are: (a) to find out how children and young people in their countries experience poverty and social exclusion (b) to exchange good practice on positive examples of participation in their home countries and regions and (c) to convey the message to policy makers about the importance of listening directly to the views and experiences of children and young people. The young people that participate in this event are expected to be ambassadors in the home countries for the End Child Poverty campaign (see activity 17). A smaller delegation will be invited to come back to Brussels at the end of the year to hand over the petition to EU leaders of the European Parliament, Commission and Council.
- (3) Eurochild will produce a report on children's participation and its role in combating poverty and social exclusion. It will explore how children's voices are heard in development of services and policies as well as how their participation contributes to tackling poverty and exclusion. Four themes will be selected (e.g. participation and improving services; participation and improving policies; participation and peer support; participation and research on poverty). For each theme, two case studies will be given with experiences of the young people and the professionals involved.

Responsibility: Secretary General, Policy Officer (Mafalda Leal), external consultant (Mieke Schuurman)

Timing: All year. Publication to feed into July meeting of Belgian Presidency.

Activity 5b – Membership Exchange Seminar on early years' education & care

The Estonian Union for Child Welfare will host the Eurochild members' exchange seminar in 2010 focusing on early childhood services and best outcomes for children. Building on the results of the relevant workshop in Eurochild's 2009 annual conference, the seminar will look at development of

W
AF

indicators to monitor quality of early year's services and outcomes for children. In particular it will focus on how early years services can promote equality of opportunity and diversity and how this can be measured.

Responsibility: Policy officer (Mafalda Leal), Estonian Union for Child Welfare (hosting member), Children in Scotland (chair)

Timing: April 2009

Activity 5c – Skills exchange and study visit on family and parenting support

Members of the thematic working group called for more sharing of expertise and research on effective family support/preventative interventions. It is envisaged that on the members' only webpages members can post details of their areas of interest, expertise, links to research results and contact details.

In addition, Eurochild member 'One Family' in Ireland offers to lead a study tour to Sweden and Norway in April 2010 on child and family-related effective interventions. Study visits will allow members to look at family policy in selected countries in more depth, so that they can make more detailed appraisals of the transferability of policy and practice to their national situations and the feasibility of effecting change. Participants will agree the aims and objectives before the study visit, and contribute to the production of a report following the visit setting out the actions they propose to pursue. Sweden and Norway have been chosen because of the low child poverty and positive child outcomes, in addition to high levels of labour market participation among mothers, including lone mothers. It is envisaged as a 5-day activity visiting 2-3 projects/organisations in the 2 host countries. Participating members would be expected to put together a small delegation of 4-5 people including local policy makers who have decision-making capacity. Each delegation would be expected to do preparatory work in outlining their national policy contexts and what they would expect from the visit as well as a follow-up report on how they will take forward ideas gathered through the visit. For manageability and to allow most effective exchange we could not involve more than 5 countries. Anne Williams would be responsible for coordinating the programme.

Responsibility: Policy officer (Agata D'Addato), External consultant (Anne Williams), Eurochild member - One Family

Timing: April 2009

Activity 5d – Specific follow-up to the survey on children without parental care

Eurochild plans to launch its 2nd edition of the survey of children without parental care in the European Parliament in January 2010. Members of this thematic working group will meet around that date to plan follow-up work. We foresee on-going support to the TWG in terms of regular updates on EU policy developments or key reports and publications and in particular improving on the website as a forum for exchange of information between the members. A close eye will be kept on the follow-up to the report of the ad-hoc expert group on transition from institutional to community care and the possible launch of a Communication. Particular emphasis will be given to the participation of children and young people with experience of public care.

Responsibility: Policy officer (Agata D'Addato), TWG Chair (Chris Gardiner)

Timing: January 2009

Activity 6 – Eurochild Annual Conference

Eurochild's annual conference will take place in Orebrö, Sweden on 3-5th November 2010. The theme is working together to end child poverty and will focus on partnerships between local and regional authorities and NGOs in the field of child poverty and well-being.

Responsibility: Secretary General, Orebrö Regional Development Council, External consultant (Maarit Kuikka)

Timing: Planning meeting (February/March 2010); event in November 2010

Goal 2: Influencing policy

CW
CW R

Activity 7: Monitor and influence member states' commitments to tackling child poverty in the framework of the OMC on social protection and social inclusion

7a) Towards an EU Recommendation on child poverty and well-being. Eurochild will work closely with the Spanish and Belgian EU Presidencies to give high priority to tackling child poverty throughout the European Year against poverty and social exclusion. We will support efforts that lead to the adoption of an EU Recommendation on child poverty and well-being (already on the agenda of the Belgian Presidency). We will develop closer relationships with the European Parliament and especially the Employment Committee as a watch-dog of the Social OMC.

7b) Contributions to the EU2020 strategy. Eurochild aims to inform and monitor the over-arching EU strategy for 2020, including lobbying for: quantified targets to accompany the Social OMC, strengthened governance and stakeholder participation, more visible reporting and indicators, more strategic mutual learning, and a central role of children's rights.

7c) Measuring poverty and well-being. We will continue our work on indicators on child well-being, in particular linked to the challenge of capturing children's own views of poverty and social exclusion (to be updated after the Eurochild Annual Conference 2009 on this theme).

7d) Contributions to the OMC. Including the EU conference on child poverty planned on 6-7th July under the Belgian Presidency; the Peer Review seminars of member states where this concerns child well-being; the annual Round Table on poverty and social inclusion organised in the frame of the Belgian EU Presidency; the 2010 thematic priority on social exclusion of migrants.

Responsibility: Secretary General, Policy Officers

Timing: All year

Activity 8: Promote the mainstreaming of children's rights in other areas of EU policy that directly affect child well-being

Eurochild will inform and monitor progress regarding the development of an EU strategy on the rights of the child. We support a wide consultation to explore the added-value of EU action in the field of children's rights, the mechanisms through which the EU can mainstream children's rights across all its actions, and the role of the EU in helping member states implement the UNCRC.

In our advocacy for a future EC Recommendation on child poverty and well-being we aim to strengthen the involvement of other DGs to ensure overall coherence in EU policy on child well-being. This will focus in particular on health (DG Sanco), youth and education policies and early years (DG EAC), and children's rights (DG JLS – or Fundamental Rights DG).

Taking account of the on-going work of the thematic working groups, Eurochild will provide inputs to:-

- Demographic change & family-friendly policies: Eurochild will contribute to the European Alliance for Families web-portal and the on-going work of the High level group on demographic change.
- Youth with fewer opportunities: Eurochild will work with the EC's Youth Unit to ensure strong links between our work on children's participation to fight poverty and social exclusion and their work focusing on participation of young people with fewer opportunities.
- Early years education and care: Eurochild will continue to monitor and inform EU policies that impact on the quality of children's early years experience. This includes parental leave policies, gender equality and child care targets, pre-school education quality.
- Children without parental care: Following on from the ad-hoc expert group on the transition from institutional to community-based care, Eurochild will advocate for greater attention to the situation of children placed in public care under the Social OMC. We will inform and monitor the development of indicators for this vulnerable group and strengthen exchange of good practice among members.

CW
CW R

Responsibility: Secretary General, Policy Officers.

Timing: All year

Activity 9: Collaboration with other networks to maximise results

Eurochild's collaboration focuses on the following networks:-

- Social Platform (Social Policy Working Group, Steering Group, AGM, Bi-annual meetings with the European Commission, Annual conference)
- European Anti-Poverty Network (Steering Group on EY2010, European Organisations, AGM, Social Policy Task Force)
- NGO Action Group on the EU Strategy on the Rights of the Child (monthly meetings)
- Informal Coalition for the European Year 2012 on Intergenerational Solidarity including activities around the 1st European Day of Intergenerational Solidarity (29 April 2009)

Responsibility: Policy Officer

Timing: All year

Activity 10: Public awareness - 2010 European Year against Poverty and Social Exclusion

Eurochild plans an on-line campaign 'End Child Poverty'. This will include a petition and an on-line message gallery where anybody can post messages and material. It will be primarily targeted at children and young people but professionals working with and for children should also be involved, as should parents, teachers, child rights advocates, and policy makers. The message gallery will provide stories that could be more widely used by the media. The toolkit that will accompany the site will include simple communication materials, as well as background information on the situation of children living in poverty in the EU.

Responsibility: Information and Communications Officer

Timing: All year

Goal 3: Providing information and expertise on child poverty and social exclusion
--

Activity 12: Produce policy briefings for membership

Eurochild will finalise the policy briefing on early years. One further policy briefing will be produced – to be decided according to demand.

Responsibility: Policy Officers

Timing: All year

Activity 13: External position papers

Eurochild will respond to official consultations and policy documents from the European institutions according to the above policy priorities. This will be lead by the Secretariat in consultation with members. Approximately 6 position papers will be produced during the year. A policy position on migrant children will be developed as a contribution to the thematic priority of the OMC.

Responsibility: Policy Officers

Timing: All year

Activity 14: Eurochild regular publications

Eurochild will continue to produce weekly info-flashes for its membership.

Eurochild will produce a bi-monthly e-bulletin that is circulated to over 3,300 subscribers, including MEPs.

Responsibility: Information and Communication Officer

Timing: All year

Activity 15: Translated news

CW
CW R

Eurochild will continue to support its member organisations to translate Eurochild information in their own language. This possibility is still under used by the Eurochild membership, so more efforts will be invested in ensuring greater take up by Eurochild members.

Responsibility: Information and Communication Officer, Membership Officer

Timing: All year

Activity 16: Eurochild print publications & reports

Coinciding with the above outlined activities, Eurochild anticipates publishing the following publications & reports

- Simple communication tools accompanying the online campaign – End Child Poverty including an 'origami fortuneteller', bookmarks & postcards (January)
- Eurochild key messages in 5 languages (January)
- 2nd edition of the members survey on children without parental care (January)
- Members Exchange Seminar report on early years (May/June)
- Study tour report on family & parenting support (May/June)
- Annual report (May/June)
- Report on good practice in participation linked to child poverty & social exclusion (June)
- Eurochild newsletters (January & September)

Responsibility: Information and Communication Officer

Timing: All year

Activity 17: Development of campaign website - www.endchildpoverty.eu

A specific site for EY2010 will be set up. This will enable messages and material to be posted on-line to be verified by member organisations. It will enable users to sign the petition and download material linked to the campaign. (see activity 10)

Responsibility: Information and Communication Officer

Timing: All year

Activity 18: On-going development of Eurochild website - www.eurochild.org

The Eurochild website will continue to be developed. Particular effort will be investing in use of the members-only section for facilitating exchange between members on the thematic priorities.

Responsibility: Information and Communication Officer

Timing: All year

Goal 4: Facilitating the participation of children and young people

Activity 20: Building a strategy for child and youth participation in Eurochild

Eurochild work on child and youth participation will be mainstreamed into the EY2010 campaign and the specific activities outlined in 5(a) related to the thematic working group on child and youth participation and 5(d) on children without parental care.

CW
CW RF

ANNUAL WORK PLAN

Year 2010


Please fill the table following the relevant strategic goals that have been identified in your Triennial Strategic Plan, breaking them down by the correspondent specific objectives:

- GOAL 1: <i>Strengthening the network</i>						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: <i>Increase Eurochild membership</i>						
10 new member organisations Membership in 27 EU member states Membership from minimum of 5 neighbouring EU countries	Maintain, update and improve the membership database including information on members activities and main areas of interest Follow-up with prospective members – giving particular priority to countries that are not yet well represented in the Eurochild network Follow-up of researchers and academic institutions active in the field of child poverty & social exclusion Develop Eurochild promotional material for regional and local authorities in advance of the Annual conference Translate & distribute documentation to organisations in Romania, Portugal & Greece					Membership working group lead by National Children's Bureau England Membership officer Eurochild intern
▪ objective 2: <i>Support the development of national networks</i>						
20 Italian children's organisations participating in networking event	Identify & outline cooperation with partner organisations in Italy				★	Led by Eurochild in cooperation with Italian member organisations
▪ objective 3: <i>Strengthen membership ownership and participation</i>						

12 members actively involved in policy working group >50% members involved in Policy Forum	Organise 2 policy working groups	★		★		Chair of PWG (to be nominated from membership) Policy Officer
	Organisation of the Policy Forum alongside the Eurochild Annual General Assembly		★			
Minimum of 5 members actively contributing to each TWG Declaration from children & young people as part of EY2010 Report on children's participation Report on Members Exchange Seminar Study visit report 2 nd edition of the children without parental care survey	Support the <u>thematic working groups</u> in 4 areas: <ul style="list-style-type: none"> Participation of children and young people in particular those experiencing poverty and/or social exclusion Early years' education and care Support for families & parents most at risk of exclusion Children without parental care 					Secretary General Policy Officers 4 chair persons from Eurochild membership External experts to support each group
	Children's participation in EY2010 – discussions at national level & 2 meetings at EU level		★		★	
	Publication on good practice regarding children's participation and poverty and social exclusion		★			
	Organise members' exchange seminar on early years (Estonia)		★			
	Study visit on parenting and family support		★			
	Launch of the 2 nd edition of surveys on children without parental care	★				
Minimum 100 participants	Eurochild annual conference – Orebrö					PCCCWPC Secretary General Info-Comms officer

Handwritten:
 CW
 AW
 H

- GOAL 2: <i>Influencing policy</i>						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: <i>Promote policy reform & investment through effective use of the OMC on social inclusion and social protection</i>						
Report on children with a migrant background	Work with the Spanish & Belgian EU Presidencies on the development of an EU Recommendation on child poverty & well-being					Policy Working Group Secretary General Policy Officer
Report to peer review (minimum 1 report)	Inform & monitor EU 2020 strategy					
Inputs to a EC Communication on child poverty & well-being	Measuring child well-being – report on the need for monitoring and indicators at national & EU level					
	Inputs to the BE Presidency child poverty conference		★			
	Inputs to the peer reviews relevant for child well-being					
	Inputs to the round table on poverty & social exclusion					
	Inputs to the 2010 priority theme – children of migrant background					
▪ objective 2: <i>Promote mainstreaming of children's rights across other areas of EU policy making that directly affect child well-being</i>						
Inputs to EU strategy on the rights of the child	Inform & monitor the development of an EU strategy on the rights of the child					Secretary General Member organisation
EC focus group comprising DG Sanco, JLS, EAC and EMPL on child well-being	Inform & monitor the development of an EC Recommendation on child poverty and well-being					Eurochild Secretary General Policy Officer
Inputs to high-level group on demographic change	Contributions to the European Alliance for Families and the peer reviews on demographic change and family policies					Policy Officer
EU standards on quality early years care	Follow-up with DG EAC to ensure development of targets on quality child care					Policy Officer



Inputs to Social OMC on children without parental care	Follow-up of the ad-hoc expert group report on transition from institutional to community-based care					Policy Officer
▪ objective 4: _ Strengthen collaboration and build strategic partnerships to influence policy at EU level						
Eurochild participation in 60% of SP, EAPN, CRAG working group meetings Contribution to minimum 50% outgoing position papers	Participate in NGO Action Group on the EU's child rights strategy (CRAG). Contribute to position papers					Secretary General
	Social Platform (Social Policy Working Group, Steering Group, AGM, Bi-annual meetings with the European Commission, Annual conference)					Policy Officer
	Participate in European organisations, social policy task force, European meeting of people experiencing poverty of EAPN. Contribute to position papers.					
▪ objective 5: _ Build media strategy on child poverty & social exclusion						
Number of articles in national & EU press referencing Eurochild & our work on child poverty Number of people signing the petition Number of messages received	On-line campaign 'End Child Poverty' including a petition and on-line message gallery. A toolkit will include communication materials and background information on the situation of children living in poverty in the EU.					Information and Communications Officer

- GOAL 3: <i>Providing information and expertise on child poverty and social exclusion</i>						
EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
▪ objective 1: <i>Promote stronger evidence-based policy making</i>						
Minimum of 4 detailed policy briefings for members	Produce policy briefings for Eurochild on key issues					Member organisations
	Produce regular position papers – with active involvement of Eurochild member organisations					Secretary General /

CW
#

Minimum of 6 position papers for external audiences	Use the results of the thematic working groups to develop positions on specific thematic topics					Policy Officer / Information & Communications Officer
Minimum of 10 members contributing to Eurochild position papers						Chairs of 3 thematic working groups
Minimum of 5 members participating in each thematic working group						
▪ objective 2: _ Ensure representation in key events relevant to child well-being						
Minimum 5 members representing Eurochild in external meetings	Involve Eurochild members in external events to bring the experience of national & regional organisations					Member organisations
Secretariat participation in at minimum of 8 external meetings / conferences	Present Eurochild & our work on child poverty/ social exclusion in different events					Management board
	Provide inputs to policy development of other NGO platforms where Eurochild is a member – Social Platform, EAPN, the NGO Action Group on Social Inclusion					Secretary General
						Policy Officer
						Information & Communication Officer
▪ objective 3: _ Provide timely, accurate and relevant information for members						
Produce Info-Flashes for member organisations at the end of each week	Update members every week per e-mail on latest policy developments on a European level, events, funding opportunities, etc					Information & Communications Officer
Min 50 hits on members-only pages/month	Make members-only pages of the Eurochild website more user-friendly and keep it up to date					Information & Communications Officer
Minimum of 6 members participating in translation & dissemination of Eurochild documentation	Support translation of Eurochild information by members					Information & Communications Officer / Membership Officer
▪ objective 6: _ Raise wider public awareness of the EU priorities and actions on children and young people in Europe						
Weekly info-flashes to the	Contribute articles for magazines / relevant newsletters					Information &

Eurochild membership 10 monthly e-News Bulletins Minimum of 5 requests for articles from Eurochild Contribution from members of a minimum of 4 articles to Eurochild's Newsletter Increase hits to Eurochild website	Translation of materials produced by Eurochild for distribution at national level					Communications Officer
	Produce bi-annual newsletter with external articles (EN/FR)	★			★	Secretary General
	Produce Annual Report (EN/FR)		★			Policy Officer
	Upgrading of Eurochild website - more user friendly & easy to navigate - tracking system to monitor hits - better referencing system from search engines - revision of members' only web pages					Member organisations
See 2.5	www.endchildpoverty.eu	★ launch of website			★ Closure of website & delivery of petition	Information & Communications Officer

- GOAL 4: Facilitating the participation of children and young people

EXPECTED OUTPUTS <i>and indicators including annual targets</i>	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	TIMEFRAME				STAFF RESOURCES <i>(allocated to the planned activity)</i>
		Q1	Q2	Q3	Q4	
<div>▪ <i>objective 1: _ Support & promote the development of child & youth participation in Eurochild membership & beyond</i></div> <div><i>(This will be mainstreamed throughout other Eurochild activities – in particular under goal 1: strengthening the network)</i></div>						

337
Cu

SUMMARY PAGE OF THE PROVISIONAL BUDGET IN EURO

This form has not to be filled in, Excel will automatically insert all the total amounts of the sheet
"Detailed budget" - Summary page to be printed and signed by legal representative

INCOME		EXPENSES			
		ELIGIBLE COSTS	Total	Total	
			per item	per heading	
BENEFICIARY's CONTRIBUTION IN CASH =	66117,59	Heading 1 Staff =		377.977,50	
		Management	264220,00		
		Administration	89760,00		
		Secretarial costs	0,00		
		Accounting	0,00		
		Other staff	23997,60		
REVENUE GENERATED BY THE ACTION =	72.000,00	Heading 2 Travel		236.905,00	
		Travel	72750,00		
		Accommodation and subsistence cost	164155,00		
		Heading 3 Services =		177.460,00	
		Information and dissemination cost	38920,00		
		Translations costs	18440,00		
COMMISSION GRANT (S) =	724578,34	Specific project evaluation	6000,00		
		Reproductions and publications	30700,00		
		Interpretation	12400,00		
		Other services	71000,00		
		Heading 4 Administration =		70.353,33	
		Rent of equipment or depreciation of new equipment	5093,33		
		Hire of rooms	4900,00		
		Hire of interpreting booths	7200,00		
		Audits	8000,00		
		Other administrative costs	45160,00		
TOTAL INCOME		862.695,93	TOTAL COST OF THE OPERATION		862.695,93

Name of organisation:

Ewochild

Name of legal representative:

Catrina Williams

Place and date:

Dubai UAE

Signature:

Catrina Williams

16th December 2009

for
CW

Name of Applicant:	Eurochild
--------------------	-----------

DETAILED BUDGET
The budget has to be presented in €. Where the Euro is not the national currency the applicant must mention the national currency used and the date and rate of change applied (see http://europa.eu.int/comm/budget/inforeum)

DIRECT ELIGIBLE COSTS

HEADING 1: STAFF OF THE ORGANISATION SPECIFICALLY ASSIGNED TO THE OPERATION

- Daily salary cost: yearly gross salary including social security charges divided by 220 working days (staff costs must be based on real salaries) - Number of working days are those exclusively devoted to the preparation and implementation of proposal Please provide full details on calculation and composition of staff costs and functions performed on an extra document (see checklist of the guidelines)					
Name	Name of organisation and function within this organisation	Status	Daily salary cost	Number of days	Total in Euro
Management					
					0,00
					0,00
Total cost Management					254.226,00
Administration					
					0,00
					0,00
					0,00
					0,00
					0,00
					0,00
Total cost Administration					89.780,00
Secretarial costs					
					0,00
					0,00
					0,00
Total cost secretaries					0,00
Accountancy					
					0,00
					0,00
					0,00
Total cost accountancy					0,00
Other staff					
					0,00
					0,00
					0,00
Total other staff					23.397,00
TOTAL STAFF COST					377.977,00

OK
CW

HEADING 2 - COST FOR TRAVEL AND SUBSISTENCE ALLOWANCES

Establish a list below of all events for which travel, subsistence and catering costs are necessary and refer to these in the following budget table accordingly

Type of Event	Reference *)	Location	Provisional dates		Subject of the event
Policy Working Group	PWG1	Brussels	27/01/2010	28/01/2010	
EP Seminar	SEM1	Brussels	28/01/2010	28/01/2010	Children without parental care
Board meeting	BM1	Brussels	29/01/2010	29/01/2010	
Member exchange seminar	MES	Tallinn	avr-10	avr-10	Early years
Study tour	ST	Sweden/Norway	28/04/2010	28/04/2010	Family & parenting support
Policy Forum/GA	PF	Brussels	15/06/2010	17/06/2010	
Board meeting	BM2	Brussels	15/06/2010	19/06/2010	Board meeting for 'old board' before the GA & 'new' board after the GA
Youth event	YE	Brussels	5/07/2010	9/07/2010	Participation
National Platform meeting	NPM	Italy	29/09/2010	29/09/2010	
Annual conference	AC	Oslo	3/11/2010	5/11/2010	Working together to end child poverty - building effective partnerships (provisional title)
Policy Working Group	PWG2	Brussels	16/09/2010	16/09/2010	
Board meeting	BM3	Brussels	15/09/2010	15/09/2010	
Board meeting	BM4	Brussels	10/12/2010	10/12/2010	
Gen representation		To be decided			

*) Choose a reference for your event which can be used in the following budget items, for example Conf 1, Conf 2, Sem 1, Train1

- See also information concerning maximum of subsistence cost allowed in guidelines

[illegible]

HEADING 3 : COST FOR SERVICES

Cost for information and dissemination for example, advertisements, distribution, etc - please add specifications			
Nature of costs	Quantity	Unit cost	Total cost
Website upgrade & maintenance	1	14,000.00	14,000.00
Publications, subscriptions, events & correspondence fees	1	2,000.00	2,000.00
Postage costs (by month)	12	500.00	6,000.00
Parliamentary material - photos, video streaming	1	2,000.00	2,000.00
Publicity (responsive advertisements)	2	1,200.00	2,400.00
Photocopies	12	210.00	2,520.00
New website - www.endchildpoverty.eu	1	10,000.00	10,000.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
TOTAL			38,920.00

Cost for evaluation			
Description of tasks to be performed and name of evaluator	Number of days	Cost per day	Total cost
External evaluation	10	600.00	6,000.00
			0.00
TOTAL			6,000.00

Fees for interpreters				
Ref. of the event (according to your reference under Heading 2 "Travel")	Number of interpreters	Number of days	Cost per day	Total cost
MES	2	2	700.00	2,800.00
AC	2	2	700.00	2,800.00
NPM	2	2	600.00	2,400.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL				12,400.00

Total cost of all items in Heading Services	
Cost for information and dissemination	38,920.00
Cost for translation	18,440.00
Cost for evaluation	6,000.00
Cost for publication and reproduction	38,700.00
Costs for interpreters	12,400.00
External experts	71,000.00
Total cost of Services	177,460.00

Cost for translation (see Annex II of the guidelines)				
Description of documents to be translated (from into...)	Number of languages	Cost per page	Number of pages	Total cost
Newsletter EN to FR	1	40	24.00	960.00
Annual Report EN to FR	1	40	40.00	1,600.00
Brilliant Book Series to ES, FR, IT, DE	4	40	50.00	8,000.00
Event materials - IT, ES, FR	3	40	30.00	3,780.00
Key messages - FR, ES, IT, DE	5	40	10.00	2,000.00
Cards on child poverty	20	40	2.00	1,600.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
TOTAL				18,440.00

Cost for reproduction and publication			
Description of document to be reproduced or published	Quantity	Unit cost	Total cost
Key messages (5 languages)	5000	1.50	7,500.00
Campaign material	10000	1.00	10,000.00
2nd edition of the members survey	1500	2.00	3,000.00
20th annual newsletter (Sept 09) EN & FR	2000	2.00	4,000.00
Annual Report (EN & FR)	1000	1.20	1,200.00
Study tour report	1000	1.20	1,200.00
MES Seminar report	1000	1.20	1,200.00
Report on good practice in children's participation	2000	1.00	2,000.00
Annual conference report	1000	0.80	800.00
			0.00
TOTAL			38,700.00

Costs for external experts (see annex II of the guidelines)			
For example for experts or consultants, etc.			
Status and tasks to be performed	Daily salary cost	Number of days	Total in Euro
Accountant	325	12.00	3,900.00
Bookkeeper	205	60.00	12,300.00
IT maintenance contract	850	12.00	7,800.00
Expert for child participation - event & publication	500	30.00	15,000.00
Expert for family & parenting support study tour	500	30.00	15,000.00
Expert for early years MES	450	35.00	15,750.00
Expert for CNPC follow-up members' contribution to delivery of WP	450	35.00	15,750.00
	350	10.00	3,500.00
			0.00
			0.00
			0.00
TOTAL			71,000.00

AF
CW

HEADING 4 : COST FOR ADMINISTRATION

HEADING - ADMINISTRATION

Rent of equipment or depreciation of New Technical Equipment (no depreciation of office material such as chairs, tables etc.III)

Cost for rental or depreciation of new technical equipment, please specify !! Invoices will have to be included is only eligible:

Rent (leasing) for a determined period

Linear depreciation for new technical equipment over 3 years : for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated.

Example for calculation of depreciation: cost equipment new 999 €, depreciation 999/3 years = 333 €/year; use of the equipment for a period of 6 months, eligible depreciation 333 . 2 = € 665,5

Type of equipment	Unit cost of new equipment	Quantity	Eligible cost (depreciation cost per item of equipment)	Total cost
Computers	999,00	4	333,00	1.332,00
Projector	709,00	1	233,33	233,33
Accounts software - annual license		1	600,00	600,00
Hire of fax/copier		12	50,00	600,00
Hire of computer		3	776,00	2.328,00
				0,00
				0,00
Total				5.093,33

Hire of rooms (cost of rent of meeting or conference rooms, etc)

Subject of event (according to your reference under Heading 2 "Travel")	Quantity	Cost of rent per day	Number of days	TOTAL IN €
MES	1	500,00	2	1.000,00
PF	1	500,00	2	1.000,00
NPM	1	350,00	1	350,00
PWG	2	350,00	1,5	1.050,00
AC	1	500,00	3	1.500,00
				0,00
				0,00
TOTAL				4.900,00

Costs for Audits

Nature of Audit	Quantity	Unit cost	TOTAL IN €
Accounts audit	1	2.000,00	2.000,00
External evaluation	1	6.000,00	6.000,00
Total			8.000,00

Other administrative costs : rent of office and related charges, see Annex II of the guidelines (cost for banking transactions (exchange losses are not eligible), insurance, certificates, etc)

Nature of costs	Quantity	Unit cost	TOTAL IN €
Office rental	12	2.450,00	29.400,00
Office supplies	12	500,00	6.000,00
Bank charges	12	80,00	960,00
Office furniture	1	2.000,00	2.000,00
Telephone costs	12	500,00	6.000,00
Insurance	1	800,00	800,00
			0,00
			0,00
TOTAL			45.160,00

Hire of interpreting booths

Subject of event (and reference)	Quantity	Cost of rent per day	Number of days	Total in €
MES	1	800,00	2	1.600,00
AC	2	800,00	3	4.800,00
NPM	1	800,00	1	800,00
				0,00
				0,00
				0,00
TOTAL				7.200,00

Total of Heading Administration

Rent of equipment or Depreciation of New Technical Equipment	5.093,33
Hire of rooms	4.900,00
Hire of interpreting booths	7.200,00
Audits	8.000,00
Other administrative equipment	45.160,00
Total of Heading Administration	70.353,33

ff
CW

TOTAL ELIGIBLE COST	
---------------------	--

Total cost of all Headings	
Staff	377.977,80
Travel and Subsistence	296.905,00
Services	177.480,00
Administration	70.353,33
Total costs	862.695,93

TOTAL ELIGIBLE COST	862.695,93
---------------------	------------

TOTAL INCOME	
--------------	--

BENEFICIARY'S CONTRIBUTION IN CASH		
Contributions	Amount	Breakdown (name of organisation and amount)
contribution in cash of the applicant on its own resources - explain origin of resources (contributions of members, own capital, etc) and enclose declaration of commitment to co-financing	30.000,00	membership fees
co-financing in cash from other sources (enclose declarations of commitment to co-financing)	28.000,00	members contribution in cash to the work programme
Total of beneficiary's contribution in cash	58.000,00	

Revenue generated by the operation		
Description of revenue	Estimated amount	Details on calculation
Members services	16.000,00	members use of office facilities
Events subscriptions	56.000,00	(MES) 30 x 100€, (ST) 20 x 250€, (AC) 100 x 180€
Sponsorship	30.000,00	Friends of 4 contribution to participation work
Total of revenue generated by the operation	72.000,00	

Total of beneficiary's contribution in cash	58.000,00
Revenue generated by the operation	72.000,00
Commission grant requested	732.695,93
TOTAL INCOME	862.695,93
Percentage of the grant to the total cost	84,93%

AF
CW

ANNEX III TO THE GRANT AGREEMENT COMPRISING

**1.- FINAL ACTIVITY REPORT TEMPLATE TO BE USED BY BENEFICIARIES WHOSE
OPERATING COSTS ARE FUNDED UNDER PROGRESS**

2.- SUMMARY TEMPLATE

3.- COMPULSORY MENTIONS OF COMMUNITY SUPPORT

**COMMUNITY ACTION PROGRAMME IN THE SPHERE OF
EMPLOYMENT AND SOCIAL SOLIDARITY – PROGRESS 2007-2013**

**1.- FINAL ACTIVITY REPORT TEMPLATE TO BE USED BY BENEFICIARIES WHOSE
OPERATING COSTS ARE FUNDED UNDER PROGRESS**

This exercise should tell us how the work programme you have received funding for has progressed and what was achieved in the funding period.

It is divided in three different parts.

1. The first part relates to the general information about your work, including presentation of the key points and executive summary.
2. The second part refers to a more qualitative self-assessment of your work.
3. The third part concerns quantitative information related to your work programme that we will request you to collect, compile and present.
 - a. Table on the detailed follow-up of your work programme to check if it has been delivered according to the plans as detailed in the Annex I to your grant agreement.
 - b. Table on the performance monitoring information to be used for the performance monitoring of PROGRESS, your funding programme. It comprises two parts, one related to the outputs that will have to be compiled on a yearly base and another due by 31 December 2010 at the latest.
 - c. List of evidence and annexes to be attached.

The deadline for returning BOTH hard and electronic versions of your report is indicated in Article I.5 of your grant agreement.

Please send **THREE** hard copies of this Final Activity Report, including all of your evidence in ONE copy only, to:

Please email **ONE** electronic copy of this form and your evidence to:

Please complete all the sections

PC
CW

I. GENERAL INFORMATION

Work programme title

Please insert the reference as indicated in your agreement

Grant agreement reference Number

Please insert the reference as indicated in your grant agreement

Implementation period of the work programme

Starting date	DD/MM/YYYY [actual]
Closing date	DD/MM/YYYY [estimated/planned]

Reporting period

From:	DD/MM/YYYY	To:	DD/MM/YYYY
-------	------------	-----	------------

Website of the organisation

Details of the beneficiary

Name	
Street	
Postcode	
City	
Country	
Website	
Telephone	
Telefax	

Legal representative

Family Name	
First Name	
Position/Function	

Person to contact for questions on the report (contact person)

Family Name	
First Name	
Position/Function	
E-mail	
Telephone	
Telefax	

II.- QUALITATIVE INFORMATION

II.1- Results

List the strategic objectives of the work programme as set out in your grant agreement (and 2008-2011 Triennial Strategic Plan.), and tell how they were responded to during this reporting period.

[please group the strategic objectives under the following four key headings:

- I. Improving organisational capacity and management
- II. Voicing the conditions, concerns and expectations of (1) people exposed to social exclusion, discrimination and gender inequality or (2) organisations providing services to people exposed to social exclusion, discrimination and gender inequality
- III. Reinforcing the skills of the networks and its members' organisations to advance, support and further develop EU objectives and priorities at national level
- IV. Better integrating cross-cutting issues (e.g. gender, poverty and non-discrimination) in day-to-day work]

Summary of progress of your work programme (include detail on what *change* your work programme has brought about as well as any *difficulties* you have faced).

[Please be reminded that *the focus here should be* not on activities and outputs (e.g., how many events where organised, and how many participants attended them; please note that quantitative information on outputs will have to be provided in the next section of this report), but *on results*. Where possible, explain results in outcome-based terms. That is, estimate the benefits brought by your implemented activities and delivered outputs. For example, what differences did this grant make in your community or for the population or target groups you are serving?]

Variance from original work programme plans often occurs. In what ways did the actual work programme vary from your initial plans? Describe how and why.

We take equal opportunities very seriously. This means ensuring an appropriate mix of people in your team, ensuring that all activities you delivered were accessible to all, making sure that all dimensions, in particular gender dimension, were looked at in your work. How did you make sure that those equality considerations have been integrated in your work?

- appropriate mix of people in your team
- activity(ies) including its deliverables accessible to all
- all dimensions, in particular gender dimension, looked at in your work

II.2- Lessons learned

What are the most important outcomes and lessons learned from this work programme?

What recommendations would you make to the European Commission?

II.-3 – Dissemination – Public relations

News/success/best practise - We are very keen to hear about any success or good news from the organisations that we fund. Please use the space below to tell us about any such news or if you have developed practices that you think others may want to know about or could benefit from. Please attach any relevant supporting information or material.

[The dedicated performance measurement developed for the operating costs support to key EU networks provides for the following typology of outputs:

- Capacity building (i.e. training)
- Monitoring/assessment reports
- Position/policy papers
- Identification of good practices
- Information, awareness-raising, campaigning activities, networking

The template below facilitates provision of quantitative data on each mentioned category of the outputs]

III.- QUANTITATIVE INFORMATION

III.1.- EXECUTION OF YOUR WORK PROGRAMME

In this section we want to know whether you have executed as planned your work programme as detailed in the grant agreement. We ask you to provide information on the **outcomes, activities and outputs**. For each outcome you should report on **ALL** the activities and outputs as they appear in the grant agreement, e.g. if one outcome has 8 activities and 8 outputs then you should list and report on each one of these.

Outcome One: Improving organisational capacity and management

Summary of progress for this outcome (include detail on what *change* your work programme has brought about as well as any *difficulties* you have faced)

Outputs	State of play	Amount related to this	Comments	Evidence
Use of living laboratory 10 priority business cases (training) Monitoring assessment reports Production policy papers Identification of or establishment of Information about research activity Comparative studies and analysis	Phase 1 completed Delivered a plan for 2. Diamond 3. Emerald 4. Sapphire 5. Ruby 6. Sapphire 7. Ruby 8. Sapphire 9. Ruby 10. Sapphire			
Output X				

Outcome Two: Voicing the conditions, concerns and expectations of (1) people exposed to social exclusion, discrimination and gender inequality or (2) organisations providing services to people exposed to social exclusion, discrimination and gender inequality

Summary of progress for this outcome (include detail on what *change* your work programme has brought about as well as any *difficulties* you have faced)

23

Outputs Use following typology: Capacity building (i.e. training) Monitoring/assessment reports Position/policy papers Identification of good practices Information, awareness-raising, campaigning activities, networking	State of play Please specify: Delivered as planned Postponed Cancelled Comment/explain if necessary	Actual related activities	Comments Activities carried out as planned or delayed or cancelled. In the latter cases explain why	Evidence For a full list of evidence requested, please refer to the check list below - please mention here the evidence and make the link with the documents which you will annex to this activity report).
Output X				

Outcome Four: Better integrating cross-cutting issues (e.g. gender, poverty and non-discrimination) in day-to-day work

Summary of progress for this outcome (include detail on what *change* your work programme has brought about as well as any *difficulties* you have faced)

Handwritten initials: "H" and "C" with a flourish.

Outputs	State of play	Actual related activities	Comments	Evidence
Use of training materials	Please select On track / On hold / Completed			
Capacity building / OTC training				
Monitoring / assessment reports				
Performance reports				
Information available online				
Output X				

* We would like you to signal whether the activity has been delivered, delayed or reported. Only in cases where activities have not been executed as planned, should you provide some information as to the reasons.

** We would like you to cross reference (or signpost) the evidence. You may want to use specific codes for the documents presented as evidence or you may simply want to use file dividers to divide the files into various appendices. The important thing is to clearly signpost the evidence so that it is easy for your grants officer to link the evidence with the milestone / output you are reporting progress on. The evidence that you are able to provide will depend on the nature of your work programme. For a full list of evidence requested, please refer to the check list below.

III.2- PERFORMANCE MONITORING INFORMATION

III.2.1. AT THE LEVEL OF THE OUTPUTS

Please note that quantitative performance information must be submitted only in relation to delivered outputs in Year N if any by 31 December Year N at the latest. Such information will feed into PROGRESS annual performance report Year N due to be submitted to the European Parliament and the Council by 31 March Year N+1.

In case your work programme unfolds over two subsequent years, you will have to report on Year N about delivered outputs in Year N and report on additional delivered outputs in Year N+1 in your final reporting.

MONITORING/ASSESSMENT REPORTS / POSITION/POLICY PAPERS / IDENTIFICATION OF GOOD PRACTICES	Unit	Planned	Actual
If there were REPORTS OR OTHER WRITTEN OUTPUTS (includes all monitoring/assessment reports, position/policy papers, analyses, studies, reviews, manuals, working papers, toolkits, etc.) produced under your work programme, please indicate:			
Number of reports, of which	No.		
• monitoring/assessment reports on the implementation and impact of EU laws or policies	No.		
• reports/papers aimed at providing policy advice, research and analysis	No.		
• Reports/papers aimed at identifying and presenting good practices	No.		
Next please indicate the key audiences which are the intended users of the report(s):			
Target audience (mark the appropriate)			
• EU-level policy and decision-makers			
• National/regional/local-level policy and decision-makers			
• Social, economic/business partners			
• Civil society, NGOs			
• Academia, experts, think tanks			
• Media, Journalists			
• Other: [please indicate]			
Scope of dissemination, of which			
• Total number of paper copies printed and distributed	No. of copies		
• Total number of electronic copies downloaded from the website (if web address differs from the one indicated under Part I, please copy website address here)	No. of downloads		

CAPACITY BUILDING TRAININGS/SEMINARS ON POLICY/ORGANISATIONAL ISSUES	Unit	Planned	Actual
If there were TRAININGS/SEMINARS on policy or organisational issues organised by you for your network members (includes all kinds of training events, meetings, seminars, working groups, statutory committees, conferences and similar events aimed at capacity building), please indicate:			
Number of such trainings/seminars/similar events	No.		
Number of individuals who participated ¹ , of which	No.		
- number of women	No.		
Size of events (sum of hours spent in such events by every participant) ²	Person/hours		
Next, please report on participants' satisfaction using the standardised questionnaire (see footnote 3).			
Total number of participants responding to at least one compulsory question ⁴	No.		
Did the event match your needs?	Value		
Did you gain relevant knowledge and information?	Value		
Will you be able to apply such knowledge and information in your work?	Value		

¹ Please report only unique participants, that is, count/report one person only once, no matter to how many events he or she was present. E.g., if there 2 events, where persons A, B, C was present in the first of them, and persons B, C, D in the second, your number of participants to be reported is 4 (namely, persons A, B, C and D).

² Please report only actual time spent in the events, i.e., all the time spent preparing and following-up an event shall not be reported here. To continue with the example above: if the first meeting lasted half-day (4 hours), and second was a two-day event (16 hours), then the sum of hours spent in these events by participants A, B, C, D is 60 [i.e., (3 x 4) + (3 x 16)].

³ We are keen in ensuring that what we fund or do is to the satisfaction of participants. For that we need your assistance. You will thus be requested for each event you are organising to carry out a short on-the-spot survey. We have listed standard questions, which shall feature in the evaluation form distributed to the participants of your events. Depending on the internal needs of your work, your questionnaire may feature more questions, yet these other questions remain outside the scope of our monitoring work. The standard questionnaire below sets only the compulsory questions which shall be posed to the participants as they are (i.e., without adjusting them):

Compulsory questions of participant satisfaction surveys	5	4	3	2	1
Please scale the following aspects of the event on a 5 basis, where (5) signifies strongly agree, (4) somewhat agree, (3) undecided/neutral, (2) somewhat disagree and (1) strongly disagree.					
Did the event match your needs?					
Did you gain relevant knowledge and information?					
Will you be able to apply such knowledge and information in your work?					

Reported values per each question shall be rounded to one decimal point.

⁴ Please report the number of respondents here. This number in fact equals the number of filled-in questionnaires. To continue with the example above, if in both events all participants filled in the questionnaire, there would be 6 respondents (= filled-in questionnaires).

Handwritten signature/initials.

INFORMATION, AWARENESS RAISING AND CAMPAIGNING ACTIVITIES, NETWORKING: EVENTS	Unit	Planned	Actual
THIRD-PARTY INITIATIVES:			
Number of participation of key EU network staff and board members as speakers/moderators to conferences and other similar events organised by third parties, of which	No. of appearances		
- EU level events	No.		
- National events	No.		
- Regional/local events	No.		
Number of consultations organised by EU or national level decision-makers to which you were invited to contribute and/or contributed, of which	No.		
- EU level consultations	No.		
- National level consultations	No.		
Number of meetings between key EU network staff and board members with EU institutions and national authorities and other stakeholders, of which	No.		
- At EU level	No.		
- At national level	No.		
EVENTS ORGANISED BY YOUR ORGANISATION AND YOUR MEMBERS' ORGANISATIONS:			
If there were OTHER INFORMATION, AWARENESS-RAISING AND CAMPAIGNING EVENTS (includes various meetings, conferences, round tables, networking events, etc.) events organised under your Annual Work Programme, please indicate:			
Number of such events	No.		
Number of individuals who participated in these events, of which	No.		
- number of women	No.		
Size of events (sum of hours spent in such events by every participant)	Person/days		
Next please report on participants satisfaction using the standardised questionnaire (see footnote!):			
Total number of participants responding to at least one compulsory question	No.		
Did the event match your needs?	Value		
Did you gain relevant knowledge and information?	Value		
Will you be able to apply such knowledge and information in your work?	Value		
In case there was coverage of your work's outputs in mass media, please estimate:			
Total estimated newspaper/journal/etc. readership	No. of readers		
Total estimated size of radio/TV audience	No. of listeners/viewers		

SP
CW

INFORMATION ON AWARENESS RAISING AND COMMUNICATION ACTIVITIES NETWORKING EVENTS OTHER INFORMATION PROMOTIONAL MATERIALS AND ETC.	Unit	Planned	Actual
If there were any INFORMATION/PROMOTIONAL MATERIALS (includes leaflets, brochures, newsletters, websites, articles in media, video material, etc.) produced under your work programme, please indicate:			
Number of information and promotional material, of which			
• Total number of printed material copies	No.		
• In which languages (EN FR DE and other (specify))			
• In easy-to-read language for disabled people	Yes	No	
Scope of dissemination, of which			
• Total number of material paper copies printed and distributed	No. of copies		
• Total number of visits to websites related to information and promotion	No. of visits		
Next please indicate the key audiences which are the intended users of information/promotional materials:			
Target audience (mark the appropriate)			
• EU-level policy and decision-makers			
• National/regional/local-level policy and decision-makers			
• Social, economic/business partners			
• Civil society, NGOs			
• Academia, experts, think tanks			
• Media, Journalists			
• Other: [please indicate]			

III.2.2. AT THE LEVEL OF OUTCOMES

Such performance information will have to be reported by 31 December 2010 at the latest. Networks are free however to report on those measures by 31 December 2009 should they wish so.

Targeted outcomes	Related performance measures	Actuals (previous year if available)	Target (current year)	Sources of information
Outcome 1: Improving the organisational capacity and management of European networks				
Concrete actions plans are taken and implemented to	Extent to which the long-term EU network strategic plan is translated and implemented through concrete			Internal files

Handwritten signature/initials

improve overall performance of the network	actions plans in terms of human resources / competences development, communication plan etc to improve key EU network performance aligned with long-term strategic plan			
Increasing the diversity of the sources of funding	Extent to which PROGRESS-supported networks increase the diversity of their sources of funding including decreasing share of EU funding			Internal files
Increasing the representativity of the network	Representativity of the key EU network membership including geographical coverage and level of representation (European, national, regional or local)			Internal files

Targeted outcomes	Related performance measures	Actuals (previous year if available)	Target (current year)	Source of information
Outcome 2: Voicing the conditions, concerns and expectations of (1) people exposed to social exclusion, discrimination and gender inequality or (2) organisations providing services to people exposed to poverty and social exclusion, discrimination and gender inequality				
Increased number of people served (see performance information at outputs' level)	Number of individuals served or reached by communication and campaigning activities Number of publications or other media outlets that publish or quote material developed by key EU networks			Internal files
Increased satisfaction and support on network's mission and role as expressed by key EU networks members' organisations and other stakeholders	Intensity of regular and structured information flows from national to EU and from EU to national members organisations, Increased knowledge and support on policy objectives and priorities promoted and defended by key EU networks			Users and stakeholders' surveys

--	--	--	--	--

Targeted outcomes	Related performance measures	Actuals (previous year if available)	Target (current year)	Source of information
Outcome 3: Reinforcing the skills of the networks and its members' organisations to advance, support and further develop EU objectives and priorities at national level				
Greater understanding of EU objectives by key EU networks and members' organisations (staff and board members)	Greater understanding and knowledge of EU rights/obligations and/or EU policy objectives			Users and networks' members surveys
Increased satisfaction with the quality and usefulness of the service provided by the networks	Increased knowledge and support on EU objectives and priorities Increased ability to use and act upon EU legislation and policies at national level)			Users and networks' members surveys

Targeted outcomes	Related performance measures	Actuals (previous year if available)	Target (current year)	Sources of information
Outcome 4: Better integrating of cross-cutting issues (e.g. gender, poverty and non-discrimination)				
Increased cross-cutting work among networks	Existence of areas of common work developed and implemented with other key EU networks			Internal files
Greater alliance-building	Improved alliances with multipliers or other stakeholders in the community			Stakeholders's surveys
Gender mainstreaming	Gender mainstreaming is systematically promoted in key EU networks' work			Internal files and users and

AN

				stakeholders' surveys
--	--	--	--	--------------------------

Additional comments (include here information or comments regarding the performance information you detailed above that might help put such performance information into context or justify the level of performance achieved so far)

IV. SIGNATURE

DECLARATION

I/~~we~~^{am} confirm that I/~~we~~^{am} are duly authorised to sign this declaration on behalf of the organisation named. I/~~we~~ certify that the information given in this report is correct, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation for which I/~~we~~ lead.

I understand that you may contact me to clarify any details in this report, including providing any supplementary information as applicable. I confirm that I am authorised by the organisation for this purpose.

Title *Mrs* First name *CATRIONA* Surname *WILLIAMS*

Position held in the organisation *President*

Signed *C Williams*

Date *16th December 2009*

On behalf of (organisation name): *Euroclub*

Check List – Have you:

- ☒ Filled out all sections of the form with the requested information?
- ☒ Responded within the required deadline?
- ☒ Made sure that all your published material acknowledged support from the EU?
- ☒ Attached the required documentation:
 - The print-out of the duly completed, validated and submitted on-line final budget form SWIM which stands as your financial report
 - Key points of your work programme in one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German (see proposed structure)
 - Executive summary of your work programme in English, French and German in no more of 5/6 pages (see proposed structure)
 - Printed and electronic copies of information and promotional materials (articles, leaflets, brochures, programme, stickers, posters, tapes, calendars, etc);
 - Printed and electronic copies of the reports, analyses, studies, reviews, manuals, working papers, attendance lists, toolkits, computer discs with information if available etc.) produced under your work programme;
 - For the events, the list of participants with the original signatures;
- ☐ Completed section 4 with the correct signatories?
- ☐ Submitted ONE original and TWO hard copies of the final report and ONE electronic copy (activity report and financial report) together with ONE hard copy and ONE electronic copy of the supporting evidence?

2.- TEMPLATE STRUCTURE FOR EXECUTIVE SUMMARY

With a view to favouring valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, all beneficiaries are requested to provide - either upon specific request or in any event with the final activity report- an executive Summary.

Such a summary should be written in plain language and be available in English, French and German. It should be a stand-alone summary of your work and its implications. The Executive Summary will be used and posted on the website of the Directorate General for Employment, Social Affairs and Equal Opportunities. Thus it must be well thought out and presented as it may be a unique opportunity to publicise your work programme and your organisation.

Please ensure your Executive Summary includes the following headings:

1. Key points *(no more than one page and presented in bullet points)*

- What should be retained from your work programme in terms of aims, results and findings, recommendations.

2. Background

- Context in which your action was carried out

3. Who is your work programme targeted at?

4. Aims/objectives of your network

5. Results/key findings

- in relation to the mission and objectives of your organisation
- additional findings

6. Implications for relevant stakeholders:

- policy makers
- opinion-makers including mass media, journalists
- non-governmental organisations
- Research institutions, think tanks
- Social partners
- others where relevant

7. Recommendations (if any)

- who are the recommendations targeted at?

3.- COMPULSORY MENTION REGARDING COMMUNITY SUPPORT

In accordance with the General conditions, all beneficiaries are under the obligation to acknowledge that the present activity is delivered with the support of the Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the Community Programme for Employment and Social Solidarity – PROGRESS, the following formulation shall be used:

This (publication, web site, conference, training session etc) is supported under the European Community Programme for Employment and Social Solidarity - PROGRESS (2007-2013).

This programme is managed by the Directorate-General for Employment, social affairs and equal opportunities of the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA-EEA and EU candidate and pre-candidate countries.

PROGRESS mission is to strengthen the EU contribution in support of Member States' commitment. PROGRESS will be instrumental in:

- *providing analysis and policy advice on PROGRESS policy areas;*
- *monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;*
- *promoting policy transfer, learning and support among Member States on EU objectives and priorities; and*
- *relaying the views of the stakeholders and society at large*

For more information see:

<http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: "The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"

With regard to publication and any communication plan linked to the present activity, the Contractor will insert the European Union logo, and if applicable, any another logo developed for the employment and social solidarity fields and mention the European Commission as the Contracting Authority in every publication or related material developed under the present contract.